

Sample Transmittal Sheet

Instructions: Follow format below and replace information within brackets {} with appropriate information that applies to your chapter.

NIH POLICY MANUAL

{Chapter Number} – {Chapter Name}

Issuing Office: {Organization Acronym}, {Phone Number}

Release Date: {xx/xx/xx}

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1. **Explanation of Material Transmitted:** **{Revision or New:}** Insert brief statement about chapter content and provide a summary of revisions. **Rescission:** Insert description of why the chapter is being rescinded and where the audience could find guidance relating to the subject matter. (i.e. <http://oma.od.nih.gov/manualchapters/contracts/6019-1/>)

2. **Filing Instructions:**

Remove: Manual Issuance **{Chapter Number}**, dated **{xx/xx/xx}**

Insert: Manual Issuance **{Chapter Number}**, dated **{xx/xx/xx}**

PLEASE NOTE: For information on:

- Content of this chapter, contact the issuing office listed above.
- NIH Manual System, contact the Division of Management Support, OMA on 301-496-2832, or enter this URL: <http://oma.od.nih.gov/manualchapters>.